

Water and Wastewater Operator Certification Electronic Exam Process

The following are the important steps you must take to complete the operator certification exam process. Paper exams are no longer offered.

1. Complete the Exam Application: <http://www.iowadnr.com/water/files/examapp.pdf>
2. Indicate your "Exam Location Preference" on the Application at one of the following exam sites.

Field Office 1	Manchester	Field Office 4	Atlantic
Field Office 2	Mason City	Central Office	Des Moines
Field Office 3	Spencer	Field Office 6	Washington
3. Submit the application and \$30 exam fee to PO Box listed on Application.
4. To expedite the process, you may fax the exam application to 515-725-0348 and send the hard copy and exam fee through the mail.
5. If you are eligible, you can expect a call to schedule your exam.
6. When the exam is scheduled, you will receive an eligibility letter with the date, location and time of the exam.
7. Please arrive at exam site at appointed time with picture ID. If you are unable to take the exam at the prescribed time, please call the number on the eligibility letter to reschedule the exam.
8. An exam proctor will sign you into the exam.
9. At the exam, you will be supplied with formula sheets, calculator, scratch paper, and pencil to use for the exam.
10. When you are finished, the proctor will show you your exam score and you will receive Exam Diagnostics.
11. In approximately ten to fourteen days you will receive a retest form or an application for certification.

For further information, contact Jane Enfield at 515-725-0463 or Jane.Enfield@dnr.iowa.gov